



April 15, 2010

To: Project Directors
Victim/Witness Assistance Program

RE: FY 2010/11 REQUEST FOR APPLICATION (RFA)

The California Emergency Management Agency (Cal EMA) Public Safety and Victim Services Division is pleased to announce the release of the Victim Witness Assistance (VW) Program Request for Application (RFA) for Fiscal Year (FY) 2010/11.

The grant period will begin July 1, 2010 and end on June 30, 2011. It is anticipated there will be approximately \$19,985,613 available to fund the Victim/Witness Assistance Program in FY 2010/11.

Funds for this program are derived from State Penalty Assessment, Victim of Crime Act (VOCA), and Violence Against Women (VAWA) - Services*Training Officers*Prosecutors (S*T*O*P) funds.

Please refer to the Victim/Witness Assistance Program Funding Chart, linked at the end of this RFA for your agency's FY 2010/11 funding allocation.

Accurate and complete submission of information requested in this RFA will expedite timely processing of your application. Please pay particular attention to:

- *Line-item detail for each budget item*, along with justification for how the item ties Objectives and activities of the V/W grant;
- *Mathematical calculations* for all line-item expenses;
- *Original signatures* by designated individuals, in the correct section(s) of the form(s);
- *After hours/emergency contact information* be provided at the end of the project narrative;

The VW Program's RFA email announcement includes a link to the RFA. The RFA and Forms you need are also available on our website at www.calema.ca.gov Grant Programs, Grant Applications and Proposals related links "forms", "and numeric forms listings."

3650 SCHRIEVER AVENUE • MATHER, CA 95655
PUBLIC SAFETY AND VICTIMS SERVICES BRANCH
916 324-9205 PHONE 916 324-8554 FAX

VW Project Directors
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To receive continuation funding in FY 2010/11, applicants must complete and return the enclosed application package to Cal EMA by the applicable due date (as stated in Part 1, *C. Application Due Date(s) and Submission Options*). Extension requests will be reviewed and approved on a case by case basis, but may delay the ability to process the application into grant award by the appropriate start date for your particular grant.

Should you have any questions, please contact Ed Giacomelli at (916) 324-9205 or via e-mail at edward.giacomelli@calema.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Murphy', with a long horizontal stroke extending to the right.

Brendan A. Murphy
Director of Grants Management

VICTIM/WITNESS ASSISTANCE PROGRAM

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VICTIM/WITNESS ASSISTANCE PROGRAM

PART I – OVERVIEW

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A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Emergency Management Agency (Cal EMA) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible on our website at www.CalEMA.ca.gov. Look on the left side of the Cal EMA homepage under “Quick links” for the *Criminal Justice Programs Recipient Handbook* or scroll over the “Justice Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” and then look under the “Related Links” section for *Recipient Handbooks*.

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted by telephone, fax, or e-mail to:

Ed Giacomelli
Criminal Justice Specialist
916-324-9205 phone
916-324-8554 fax
Email: edward.giacomelli@calema.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to Cal EMA’s Public Safety and Victim Services Division by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **May 3, 2010 OR** hand delivered by **5:00 p.m. on May 3, 2010** to:

California Emergency Management Agency
Public Safety and Victim Services (PSVS) Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Victim/Witness Section

D. ELIGIBILITY

California Penal Code Sections 13835 – 13835.5 contain requirements for eligibility for Victim/Witness Assistance Centers that receive state funding generated by penalty assessments and fines of convicted offenders. It is the intent of the Legislature to make funds available only to Victim/Witness Centers that do not restrict services to victims or witnesses of a particular type of crime or to victims of crime where there is an identified suspect in the case. The County Board of Supervisors is the agency specified by statute to determine whether a county government agency (i.e., district attorney's office, probation department, etc.) or community-based organization will receive these funds.

E. FUNDS

The grant award period will begin July 1, 2010 and end June 30, 2011. Projects must budget for twelve (12) months. It is anticipated there will be approximately \$19,985,613 available to fund the Victim/Witness Assistance Program in FY 2010/11. Funds for this program are derived from State Penalty Assessment, Victim of Crime Act (VOCA), and Violence Against Women Act (VAWA) – Services*Training*Officers*Prosecutors (S*T*O*P) funds.

Refer to the Victim/Assistance Program Funding Chart, at the end of Part III of this RFA, for your agency's FY 2010/11 funding allocation.

Source and Use of Funds – State and federal funds available for FY 2010/11 are as follows:

a. State Penalty Assessment Funds

These funds are based on penalties levied against persons convicted of state crimes. The use of these funds is restricted to the operation of a comprehensive Victim/Witness Assistance centers, which provide direct services to respond to the basic rights and needs of victim and witnesses as mandated in Penal Code § 13835 et seq. Reasonable administrative expenses to appropriately support these direct services are allowable. These State funds can be used to match VOCA/VAWA match requirements following the provisions of the *Recipient Handbook* Section 6522.

b. Federal Victims of Crime Act (VOCA)

The VOCA grant program is authorized by the Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601, et seq. VOCA authorizes federal financial assistance to states for the purpose of compensating and assisting victims of crime, providing funds for training and technical assistance and assisting victims of federal crimes. The following guidelines apply to VOCA funds:

- Funds may be used for organizational memberships in no more than three national or state criminal justice or victims' organizations per year.
- Funds are restricted to the provision of direct services for crime victims.
- Funds may be used for administrative costs supporting direct client services, e.g. data collection.
- Funds may NOT be used for indirect costs, which must be computed using the rate specified in the Grant Recipient Handbook, Section 2220, and must be paid with other fund sources.
- Funds may NOT support services and activities to incarcerated individuals even when the service pertains to the victimization of that individual.
- Funds may be used for costs related to conducting community and school presentations when the primary purpose of the presentation is to identify crime victims and provide, or refer, victims to needed services (e.g., salaries, materials, brochures and newspaper notices).
- Applicants must use volunteers unless there is a compelling reason to waive this requirement.
- Applicants must not charge crime victims for services provided under the V/W Assistance program.

- Applicants must promote coordinated public/private efforts to aid crime victims (participate on state/federal/local task forces, commissions, working groups, coalitions, etc.), and develop written agreements contributing to better services for crime victims. These types of activities benefit crime victims and *must be undertaken by victim service organizations in order to be eligible to receive VOCA funds. Therefore, these types of activities may not be supported with VOCA funds*, which are restricted in their use to provision of direct victim services.
- Original publications (written, visual or sound) produced in whole or in part with VOCA funds must contain the following statement:

Funding is made possible through the United States Department of Justice, Victims of Crime Act, 2010-VA-GX-XXXX

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language in this certification be included in any sub-awards which contain provisions for the victim/witness assistance services and that all sub-grantees shall certify accordingly.

c. Violence Against Women Act – Services*Training*Officers*Prosecution (VAWA S*T*O*P)

S*T*O*P is one of the many programs contained within the VAWA. The purpose of the VAWA S*T*O*P Program is to assist State and local governments to develop and strengthen effective criminal justice strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women, including sexual assault, domestic violence, and stalking.

Original publications (written, visual or sound) produced in whole or in part with S*T*O*P funds must contain the following statement:

This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice, and through Grant Award Number _____ from the Cal EMA. Points of view, opinions, findings and conclusions in this publication are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or of Cal EMA. Cal EMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.”

Match Requirement (VOCA and/or VAWA Funds)

All projects receive VOCA and/or VAWA funds in addition to State Penalty Assessment Funds. Projects **must** clearly identify staff positions, including match, paid from all funding sources in the budget pages. VOCA funds and the required match are restricted to direct services to crime victims. In addition, services to **witnesses** other than the crime victim are prohibited for VOCA and VAWA funds, and their required match.

The federal program guidelines specify a cash/in-kind match of 20 percent for VOCA and 25 percent for VAWA. When used to augment the project, expenditures for items such as personnel, operating expenses or equipment are considered a match if not in violation of prohibition on supplanting (see Supplanting Prohibited). Details regarding match categories and instruction for calculating match are stated below and are included in the budget section of the application forms package.

State Penalty Assessment funds can be used as a match for federally funded VOCA or VAWA projects. State funds used as a match for VOCA funds must be used to provide direct services to crime victims. Federal VOCA requirements **DO NOT** allow federal funds to be used for administrative costs, lobbying or community prevention/education programs except for the identification and provision/referral of services

for crime victims. Projects may, however, budget up to \$2,000 of the federal amount, or amount equal to one and a half percent (1.5%) if the grant exceeds \$150,000, for the required fiscal audit.

To calculate the match, divide the grant award amount by 80 percent (for VOCA) or 75 percent (for VAWA) to determine the total project cost. Then, subtract the grant award amount to determine local match.

<u>TOTAL PROJECT COST EXAMPLE</u>		
	<u>VOCA (80%)</u>	<u>VAWA (75%)</u>
Grant Amount	= \$50,000	= \$50,000
Divide \$50,000 by .80/.75	= \$62,500 (Total project cost)	= \$66,667 (Total project cost)
Subtract Grant Amount	= \$50,000 (80%)	= \$50,000 (75%)
Local Match	= \$12,500 (20%)	= \$16,667 (25%)

F. PROGRAM INFORMATION

The purpose of this document is to solicit applications for continuation funding from eligible applicants for the Victim/Witness Assistance Program. The major objectives of the program are to provide funding for comprehensive assistance programs for victims and witnesses of crime and to establish Victim/Witness Assistance Centers to handle the trauma experienced by victims and witnesses thereby allowing for faster and more complete recovery from the effects of crime.

Projects funded through the Victim/Witness Assistance Program are required to perform the activities mandated in Sections 13835.4 through 13835.5 of the Penal Code.

G. SERVICE STANDARDS

There are two categories of victim and witness services: Mandatory and Optional.

Mandatory Services

The following services are primary to the maintenance of a comprehensive victim/witness center and respond to the basic rights and needs of victim and witnesses. The term client is synonymous with victim or witness:

1. Crisis Intervention

Intervention is any in-person or telephone contact with a client who, at any time, has been negatively affected or is in emotional crisis as a result of a crime or potential crime. After victimization, when the client is in need of crisis counseling the center shall provide the necessary intervention services and arrange for the provision of needed services by local service agencies, as frequently as needed.

2. Emergency Assistance

Emergency assistance is any immediate financial intervention in response to a client's basic material needs, within the first 24 hours after in-person or telephone contact is made with the victim/witness. At the initial or subsequent contact and assessment of a client's material needs, projects must provide and/or arrange emergency assistance and appropriate local agency services if needed. Assistance provided directly by the projects is subject to availability of resources.

3. Resource and Referral Assistance

Resource and referral assistance is a non-emergency referral, based on the client's request or advocates assessment, to individual(s) or agencies that may provide goods or services necessary to the client, but not provided by the center.

Centers are also encouraged to initiate contact with all appropriate local agencies and form local committees to meet regularly in coordinating services to victims.

4. Direct Counseling/Therapy

Direct counseling/therapy refers to any in-person or telephone contact with a client who is not in emotional crisis resulting from a crime, for the purpose of providing guidance or emotional support.

Included would be contact with the client for emotional support, empathic listening, checking on a client(s) progress, etc. Such direct counseling will be at a level that does not require licensed professionals. Center staff will make referrals to other appropriate resources for client(s) that have professional counseling needs.

5. Victim of Crime Claims

The Victim/Witness Assistance Center will inform and assist clients in preparing applications for compensation. The advocate's role does not include determination of eligibility of a client. Advocates should not discourage a client from filing an application. Centers shall inform clients of the right to file an application; however, centers are not required to represent all clients in the compensation process.

The amount of time an advocate spends assisting a client with the application process will be determined by the center on a case-by-case basis as part of the advocate's role as a case manager.

6. Property Return

Upon request from the client, centers must actively assist in obtaining the return of a client's property held as evidence by the criminal justice system. In cases where property cannot be returned, an explanation will be provided to the client or family member.

7. Orientation to the Criminal Justice System

As needed, centers will provide clients with in-person or telephone information on the location, procedures and functioning of the local criminal justice system. Centers should have printed information available in languages appropriate to local ethnic or language needs.

8. Court Escort

Upon the request of the client or as deemed necessary by the center's staff, provide information on the case and/or support during court appearances or interviews with law enforcement and prosecutors. ***The client must have physical accompaniment for the "Court Escort" service to be counted.*** Clients who are assisted by staff in preparation for court appearances or interviews, but are not accompanied, are being provided "Orientation to the Criminal Justice System," and that service should be counted.

9. Presentations and Training for Criminal Justice Agencies

Centers will conduct informational presentations regarding resources available through victim/witness centers and available services to criminal justice agencies, explaining the rights and needs of victims.

NOTE: VOCA funds cannot be used for these activities.

10. Public Presentations and Publicity

Projects must promote public awareness of their services that identify and refer crime victims to services through the use of public media (e.g., newspapers, radio, and television) and presentations to victim services organizations and community groups, service organizations and community groups, service clubs, and schools. Centers are encouraged to participate in media/public awareness related events promoting victim services, including the annual Victims' Rights Week.

11. Case Status/Case Disposition

Upon request from the client, centers will advise client of the progress and disposition of their case as it progresses through the criminal justice system.

12. Notification of Family/Friends

Upon request from the client, centers will notify a client's relatives and/or friends of the occurrence of a crime and the client's condition as a result of that crime.

13. Employer Notification/Intervention

Upon request from the client, centers will inform an employer(s) that their employee was a victim/witness to a crime, and/or notify the employer(s) as to the condition of the client as a result of the crime. Upon request from the client, encourage the employer(s) to minimize any loss of pay or other benefits, where the occurrence of the crime has caused, or will cause an employee to lose time from work as a result of participation in the criminal justice system.

14. Restitution

Upon request from the client, assist in obtaining restitution, ascertaining the client's economic loss, and providing the probation department, district attorney and court with information relevant to the client's losses prior to the imposition of sentence. After sentence is imposed, the advocate should refer the client to the appropriate agency having jurisdiction over the offender. **NOTE: VOCA funds cannot be used for these activities.**

Optional Services

The following services are not required, but may be provided by the project **only if time and resources are available:**

1. Employer Intervention

Any other intervention with the client's employer not provided in Mandatory Services.

2. Creditor Intervention

Intercede on behalf of clients requesting assistance in informing creditors of their temporary inability to meet current financial obligations due to the aftermath of the crime.

3. Child Care Assistance

The center may assist with arranging for temporary childcare while a client is appearing in court, meeting with prosecution or law enforcement officials or otherwise taking part in criminal justice proceedings. The advocate shall not provide direct childcare.

4. Witness Notification

This service pertains to notification of cancellations or changes in scheduled court appearances for witnesses in project related cases. **NOTE: Services to witnesses other than the crime victim are prohibited with VOCA and VAWA funds.**

5. Funeral Arrangements

Upon request from the client, assist family members of deceased victim/witness with funeral/burial arrangements.

6. Crime Prevention Information

Make available crime prevention information to victims and other persons. **NOTE: VOCA funds cannot be used for these activities.**

7. Witness Protection

Arrange for law enforcement protection or relocation to a new residence when a witness' safety is threatened. **NOTE: Services to witnesses other than the crime victim is prohibited with VOCA and VAWA funds.**

8. Temporary Restraining Order (TRO) Assistance

Assist client in obtaining temporary restraining orders.

9. Transportation Assistance

Assist with arranging or providing transportation for victims and witnesses.

10. Court Waiting Area

Provide a waiting area for victims and witnesses during court proceedings separate from defendants, defendant's families, and/or friends of defendants.

H. MULTIPLE FIELD OFFICES

Projects are required to provide addresses of all victim/witness assistance offices providing services within the county and include a listing of "Multiple Field Offices" containing the following information:

- office address;
- telephone number;
- number of employees assigned to this office; and
- supervisor's name, e-mail address and telephone number.

The project coordinator is required to provide Cal EMA an "after hours" telephone contact number for their project. The Victim/Witness Section will retain this number only for the purpose of contacting a project representative in the case of an emergency. This requirement formalizes an informal practice, and is intended as further preparation for the state's new emphasis on domestic preparedness.

I. ADA COMPLIANCE

Applicants must be in compliance with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, et seq, and Title 28 of the Code of Federal Regulations, part 35. The applicant shall operate so that each service is accessible to and usable by individuals with disabilities. Applicants may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at

alternative accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

Applicants must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telecommunications systems for communications by telephone. Applicants must also ensure that individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials (i.e. brochures, applications, consents, videos, etc.).

Applicants must ensure that all aspects of employment comply with ADA, including the application process (recruitment, hiring) and employment tasks.

J. PREPARING AN APPLICATION

Included in the Table of Contents is a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (CalEMA 2-101);
- Project Contact Information;
- Signature Authorization and Instructions;
- Certification of Assurance of Compliance; VOCA and VAWA;
- Project Narrative;
- Budget Narrative and the Project Budget (CalEMA 2-106a);
- Project Service Area Information (CalEMA 2-154);
- Application Appendix (refer to Part II, C.);
- Operational Agreements Summary (CalEMA 2-160);
- Organizational Chart;
- Project Summary (CalEMA 2-150)

VICTIM/WITNESS ASSISTANCE PROGRAM

PART II – RFA INSTRUCTIONS

- A. PREPARING AN APPLICATION
 - B. PROJECT NARRATIVE
 - C. PROJECT BUDGET
 - D. APPLICATION APPENDIX
-

A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in Part IV of this RFA or on our website at www.CalEMA.ca.gov. The forms must be printed on plain white 8½" x 11" paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal EMA standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal EMA templates and not allow for more space than provided by Cal EMA. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Please provide the 15 required application components in the order listed below:

- Application Cover Sheet (included in Part IV)
- Grant Award Face Sheet (Cal EMA 2-101)
- Project Contact Information (Cal EMA 2-102)
- Signature Authorization and Instructions (Cal EMA 2-103)
- Certification of Assurance of Compliance – VOCA (Cal EMA 2-104 f).
- Project Narrative (Cal EMA 2-108)
- Project Budget (Including the Budget Narrative (Cal EMA 2-107) and the Budget Forms (Cal EMA 2-106 a-c)
- Out of State Travel Request (CalEMA 2-158 if applicable)
- Emergency Funds Source (CalEMA 2-153 if applicable)
- Other Funding Sources (CalEMA 2-152)
- Prior, Current and Proposed Funding Sources (CalEMA 2-152)
- Computer System Authorization Purchase (CalEMA 2-157 if applicable)
- Non Competitive Bid Request (CalEMA 2-156 if applicable)
- Project Summary (CalEMA 2-150)
- Application Appendix (refer to Part II, D)

NOTE: Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner.
Do not bind the application.

B. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

The Performance History/Problem Statement Section is a narrative that explains the development of your center and how it has evolved. Describe the resources you have and any growth in services. Explain what is missing today in terms of services and resources. For example, do you address all crime or do you limit to specific crimes and services due to the lack of available resources? Look at this as a report of your project's past performance, then describe what is still needed and why. Address any particular unique problem in your county and why it is a problem. Please provide the current demographics in your county.

2. Plan and Implementation

Describe the activities you will take to establish and maintain the following service requirements.

Provide the mandatory services to victims of all types of crime. Conduct field visits and, when appropriate, provide intervention and counseling services.

Recruit and use volunteers to augment paid staff in the delivery of victim and witness services. In addition, centers must provide new and continuing volunteers with both structured and on-the-job training appropriate to their specific assigned duties. **Discuss how your agency fulfills the mandatory requirement of VOCA volunteers including how you recruit them, what typical duties are assigned to volunteers and how their time is documented. If you are experiencing difficulty obtaining volunteers, you must describe in detail what recruiting/outreach has been attempted, what new efforts you will explore during the new program year, what typical duties would be assigned if you had volunteers and how you would document their time as a volunteer.** Also projects must conduct background checks, (i.e., fingerprinting, name check, etc.) on all prospective volunteers prior to acceptance into their program and assignment duties. (VOCA funds cannot pay for this service.)

Provide services that are responsive to the special needs of victims (e.g., elderly or disabled victims). Include a description of how the project is designed to provide the following legislated special services to victims in conjunction with mandatory and optional services.

Hearing impaired, including sign language interpreter service arrangements; disabled, including detailed description of sight impaired alternate formats; brochures, applications and other forms used for sight-impaired victims, elderly/dependent adults; and employ multi-lingual staff and/or Maintain a listing of available translation services.

Describe how, from where, and when, the project receives referrals. Projects are encouraged to review their existing referral procedures to ensure they are receiving referrals on the most serious cases likely to result in trauma to the victim or victim's family.

Give a description of working relationships with other government and not government agencies. At a minimum victim witness projects must have OA's with local domestic violence centers, rape crisis centers *and* agencies that provide services for child crime victims. *The OA's must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in the

Recipient Handbook, Appendices, and Forms.

Either your Operational Agreements Summary Form or your project narrative must identify which agencies listed on the summary form are providing victim services to the three VOCA victim groups: sexual assault, domestic violence and children crime victims. Include any Unserved/Underserved populations and the agencies providing those services.

The Application Appendix must include a current organizational chart with all positions funded by the project, including supervisors as appropriate. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision. Job titles on the organizational chart must match those in the budget.

The Application Appendix must also include a listing of "Multiple Field Offices" if more than one site exists within the county providing services to victims and "after hours" telephone contact numbers for their project as specified in this RFA, Part 1, Section H, and Multiple Field Offices.

C. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to Cal EMA modifications and approval.

Cal EMA requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the applicant does not budget for a required item, the applicant assumes responsibility.
- Failure of the applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The applicant should refer to the *Recipient Handbook* for additional information concerning Cal EMA budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at www.CalEMA.ca.gov. Look on the left side of the Cal EMA homepage under "Quick links" for the *Criminal Justice Programs Recipient Handbook* or scroll over the "Justice Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for *Recipient Handbooks*. Should you have additional budget questions, contact the person listed in Part I, B.

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application preceding the budget pages, describing:

- how the project's proposed budget supports the Program's objectives and activities;
- how funds are allocated to minimize administrative costs and support direct services;
- the duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line item budget);
- how project-funded staff duties and time commitments support the proposed objectives and activities;
- proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- the necessity for subcontracts and unusual expenditures; and
- the mid-year salary range adjustments.

2. Specific Budget Categories

In Part IV of this RFA, or on our website, you can access Excel spreadsheets for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits (Cal EMA 2-106a) (formerly OES A303a)

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, C.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same

position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (Cal EMA 2-106b) (formerly OES A303b)

Operating expenses are defined as necessary expenditures other than personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5000 (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during a Cal EMA site visit, a monitoring visit, or an audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The applicant must include sufficient per diem and travel allocations for person(s) to attend required Cal EMA training conferences or workshops. The projects must budget for planned regional trainings for program coordinators, Everyday responsible program staff and everyday responsible staff financial staff.

c. Equipment (Cal EMA 2-106c) (formerly OES A303c)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

NOTE: The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the **whole dollar amount only** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

D. APPLICATION APPENDIX

The application appendix provides Cal EMA with additional information from the applicant to support components of the application. The following must be included:

Organizational Chart:

The Organizational Chart should clearly depict the structure of the applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.

Operational Agreement (OA):

- Operational Agreements must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period. These documents must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA can be accessed by selecting the title above.
- Project Summary (Cal EMA 2-150)
- Noncompetitive Bid Request (Cal EMA 2-156) [if applicable]
- Out of State Travel Request (Cal EMA 2-158) [if applicable]
- Emergency Fund Procedures (Cal EMA 2-153)
- Other Funding Sources (Cal EMA 2-151)
- Prior, Current, and Proposed Cal EMA Funding (Cal EMA 2-152)
- Project Service Area Information (Cal EMA 2-154)
- Computer and Automated Systems Purchase Justification Guidelines (Cal EMA 2-157)

VICTIM/WITNESS ASSISTANCE PROGRAM

PART III – POLICIES AND PROCEDURES

- A. FINALIZING THE GRANT AWARD AGREEMENT
 - B. ADMINISTRATIVE REQUIREMENTS
 - C. BUDGET POLICY
 - D. GLOSSARY OF TERMS.
-

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. Cal EMA does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. Cal EMA employees are not able to authorize an applicant to incur expenses or financial obligations prior to the execution of a Grant Award Agreement. However, once the Grant Award Agreement is finalized the Grant Recipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Award period.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal EMA may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

Cal EMA Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

Cal EMA may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal EMA.

b. Grant Award Agreement

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received a Report of Expenditures and Request for Funds (Cal EMA 2-201) may be submitted for reimbursement.

c. Grant Award Amounts

When the amount of funds available is limited, Cal EMA may reduce the amount of the grant award from the amount requested by the applicant. In addition, Cal EMA reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, Cal EMA will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the recipient's planning purposes.

1. The *Recipient Handbook* (RH)

The *Recipient Handbook* is accessible on our website at www.CalEMA.ca.gov. Look on the left side of the Cal EMA homepage under 'Quick links' for the Criminal Justice Programs Recipient Handbook or scroll over the "Justice Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "*Recipient Handbooks*". The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the RFA instructions.

3. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, Cal EMA will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures/Request for Funds (RH 6300)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal EMA 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal EMA 2-201 will result in the withholding of funds and may result in the recommendation to Cal EMA's Executive Secretary for termination of the grant award.

5. Technical Assistance/Site Visits (RH 10300)

Funded projects are assigned a Cal EMA program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the recipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant

period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*RH 10400*)

A monitoring visit is an onsite assessment by staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the Recipient Handbook. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*RH 8100*)

To safeguard Cal EMA assets and to ensure that all funds are accounted for, Cal EMA requires that organizations receiving Cal EMA grant award(s) be audited in accordance with Recipient Handbook section 8100.

8. Source Documentation (*RH 10111*)

Recipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFA instructions. Recipients will be required to have written job descriptions on file for positions funded by Cal EMA detailing specific grant-related activities to achieve project objectives.

9. Bonding Requirements (*RH 2160*)

Private community-based organizations and American Indian organizations are required to obtain and send to Cal EMA a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal EMA-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, California Emergency Management Agency" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

10. Copyrights, Rights in Data, and Patents (*RH 5300-5400*)

Cal EMA owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the Recipient Handbook.

C. BUDGET POLICY

This document summarizes information on Cal EMA Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the Recipient Handbook at www.CalEMA.ca.gov. Look on the left side of the Cal EMA homepage under “Quick links” for the *Criminal Justice Programs Recipient Handbook*, or scroll over the “Justice Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” and then look under the “Related Links” section for *Recipient Handbooks*.

1. Supplanting Prohibited (*RH 1330*)

Grant funds must be used to supplement existing funds for program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal EMA indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1330 of the *Recipient Handbook*.

2. Project Income (*RH 6610*)

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

3. Methods of Contracting and/or Procurement (*RH 3400*)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal EMA program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000 which requires prior Cal EMA approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal EMA will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal EMA determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. Match Requirements (*RH 6500*)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Award Agreement. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Recipient Handbook*.

a. State Funds Matching State or Federal Funds (*RH 6522*)

State and/or federal funds can be used to match other state and/or federal funds *only* if the following conditions have been met:

- 1) the other funding source does not prohibit this practice;
- 2) the funds are to be used for identical activities (e.g., to augment the project); and
- 3) the project has obtained prior written approval from Cal EMA or the terms of the program allow this practice.

b. Type of Match

1) Cash Match (*RH 6511*)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting. A cash match must be specifically identified by line item as match in the budget.

2) In-Kind Match (*RH 6512*)

In-kind match, also known as soft match, refers to goods and services which are contributed to the project, have a dollar value attached to them, and are also budgeted. In-kind contributions represent the project's non-cash outlay, including the non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include the donation of goods and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be separately identified in the budget.

5. Travel Policies (*RH 2236*)

The following is Cal EMA's current travel policy:

a. Travel and Per Diem (*RH 2236*)

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBOs)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel and Per Diem Policy (*RH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal EMA approval.

2) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$40.00 for a 24-hour period.

3) Lodging

The maximum allowed lodging expense is \$84.00, plus applicable taxes, (except as noted below). Lodging receipts are required for reimbursement.

4) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110.00, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140.00, plus applicable taxes.

5) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 50 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

6) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff (*RH 4500*)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of a project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant Services (*RH 3710*)

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the applicant. Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the applicant;
- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates (*3710.1*)

The maximum rate for independent contractors is \$250.00 per hour (excluding travel and subsistence costs). Compensation over \$250.00 per hour requires additional justification and **prior approval** from Cal EMA.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*RH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for such witness fees is \$250.00 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];

- rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- justification why this cost cannot be paid with other funds [attach the justification to Cal EMA 2-106 (formerly OES A303b)].

8. Facility Rental (*RH 2232*)

Up to \$21.00 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms (*RH 2232.1*)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*RH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal EMA prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (*RH 2220*)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by applicant for indirect costs if allowable by the funding source.

11. Audits (*RH 8150*)

Recipients expending between \$25,000 and \$499,999 in federal or state funds annually cannot use federal funds to reimburse for costs associated with audits. Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- If the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 For the financial audit cost; or
- If the total project cost is greater than \$150,000, the project may budget up to one and a half Percent (1.5%) of the total project cost for financial audit costs.

12. Equipment (*RH 2300*)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by Cal EMA is required.

b. Computers and Automated Equipment (*RH 2340*)

1) Community-Based Organizations (*RH 2342.1*)

Community-based organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal EMA is required.

2) Units of Government (*RH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Cal EMA must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification (*RH 2341*)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the applicant will be sent instructions for preparing the justification.

c. Automobiles (*RH 2331*)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobile usage during work hours. A cost analysis for automobile purchase, as compared to other options including lease and personal automobile use and mileage, must be done and

kept on file for review by Cal EMA program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (*RH 2240*)

a. Bonuses and Commissions (*RH 2241*)

Projects are prohibited from paying any bonus or commission to any individual, organization or firm unless specifically authorized by the terms of the program

b. Lobbying (*RH 2242*)

Refer to *RH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*RH 2243*)

Cal EMA grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (*RH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*RH 2245*)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*RH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*RH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*RH 2247*)

The cost of weapons and/or ammunition of any type are not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*RH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*RH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*RH 2248*)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

VICTIM/WITNESS ASSISTANCE PROGRAM

RFA FORMS

Click on one of the links below to access the corresponding form. Save the form to your hard drive before filling it out. To access the complete list of forms go to www.CalEMA.ca.gov, scroll over the “Justice Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” then look under the “Related Links” section for “Forms”. Or, paste the following link into your browser:

[http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)&Div=Law+Enforcement+and+Victim+Services+\(LEVS\)&Branch=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)Forms](http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms)

[Checklist](#)

[Coversheet](#)

[2010 Victim/Witness Assistance Program Funding Chart](#)

[Grant Award Face Sheet and Instructions \(Cal EMA 2-101\)](#)

[Project Contact Instructions and Information \(Cal EMA 2-102\)](#)

[Signature Authorization and Instructions \(Cal EMA 2-103\)](#)

[Certification of Assurance of Compliance \(Cal EMA 2-104\)](#)

[Certification of Assurance of Compliance VAWA & VOCA \(Cal EMA 2-104h\)](#)

[Application Budget Narrative \(Cal EMA 2-107\)](#)

[Project Narrative \(Cal EMA 2-108\)](#)

[Budget Forms \(Excel spreadsheet format\) – 2-106a With Match](#)

[Project Summary \(Cal EMA 2-150\)](#)

[Sample Operational Agreement \(Cal EMA 2-161\)](#)

[Noncompetitive Bid Request Checklist \(Cal EMA 2-156\)](#)

[Out-Of-State Travel Request \(Cal EMA 2-158\)](#)

[Emergency Funds Procedure \(Cal EMA 2-153\)](#)

[Other Funding Sources \(Cal EMA 2-151\)](#)

[Prior, Current, and Proposed Cal EMA Funding \(Cal EMA 2-152\)](#)

[Project Service Area Information \(Cal EMA 2-154\)](#)

[Computer and Automated Systems Purchase Justification \(Cal EMA 2-157\)](#)

VICTIM/WITNESS ASSISTANCE PROGRAM**GLOSSARY OF TERMS**

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet (Cal EMA 2-101) is the programmatic Recipient of the grant funds and will accomplish the planned objectives and program goals. The Recipient was formerly referred to as the "Grantee."
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal EMA becomes the application. This application, once signed by Cal EMA and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement (Cal EMA 2-101).
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	An EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal EMA in verifying that recipients are in compliance with State and Federal Civil Rights Laws.
Grant Award Agreement	The signed final agreement between Cal EMA and the local government agency or organization authorized to accept grant funding. (See Application).
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFA) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (Cal EMA 2-101) (formerly OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).

Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the Cal EMA Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances).
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <ol style="list-style-type: none"> (1) Proof that the Internal Revenue Service recognizes the applicant has the status of a 501(c)(3). (2) A statement from a State taxing body or the State Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual: (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or (4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award recipient. If multiple sites exist, the site that provides the project recipients with program direction qualifies as the "on site location."
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set

	appropriation from state or federal funding sources.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal EMA that specified the priorities, strategies, and objectives of the applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible at www.CalEMA.ca.gov . Look on the left side of the Cal EMA homepage under 'Quick links' for the Criminal Justice Programs Recipient Handbook or scroll over the "Justice Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for " <i>Recipient Handbooks</i> ". The <i>Recipient Handbook</i> was previously called the " <i>Grantee Handbook</i> ."
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal EMA to obtain applications from applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal EMA to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.
Supplanting	To reduce federal, state, or local funds because of the existence of Cal EMA funds. Supplanting occurs when a Recipient deliberately replaces its non-Cal EMA funds with Cal EMA funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFA)/Request for Application (RFA)], grant award agreement, Cal EMA policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code